



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Grants Management Section State Office Building Atlanta, Georgia 30334	Application Number 78-93	Date Received MAY - 3 1978
Application Number		Date Completed MAY 23 1978	
2. Person to Contact Glen A. Spurlock		Working Title Records Management Officer II	Telephone Number 656-2449
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office; if different) Management Information Services Project Files	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Grants Management Section coordinates the administration of educational grants, both federal and state, between the department and local units of education; develops contracts; provides forms management services; administers the records management program; provides systems and procedures services; and coordinates delivery of Electronic Data Processing services with the Department of Administrative Services.			
7. Record Series Description Documents relating to: Included are:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. documenting projects (automated and manual) that are assigned to the Management Information Services Section. preliminary studies, project reports, data processing requests, contract information, data processing agreements, service agreements, vendor files, correspondence and related materials.	
File is arranged:		by project number.	
8. Monthly Reference Rate One to six months old <u>60</u> twenty-five months and older <u>0</u>		How often are records referred to which are: Seven to twelve months old <u>50</u> ; Thirteen to twenty-four months old <u>20</u> ;	
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Department of Administrative Services maintains some of the information.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	5	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

A five-year retention is needed to provide reference to the unit for ongoing projects.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other upon completion of project, then.

- ☒ Hold in the current files area _____ month(s) 3 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	5/1/78	<i>[Signature]</i> WB	2/21/78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>[Signature]</i>	5-22-78
State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee	
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	5-18-78
			5-22-78